



**Cashier's Office**  
 285 Millennium Student Center  
 One University Blvd  
 St. Louis, Missouri 63121-4499  
 Telephone: (314) 516-5151  
 Fax: (314) 516-5302

## WIRELESS ZON CHECK OUT FORM

### CHECK OUT INSTRUCTIONS

Instructions: To request the Wireless Zon for an event, any person that can authorize expenses must complete and submit the Wireless Zon Check out Form. The form must be submitted no later than 24 hours prior to when the Zon is needed. The form may be emailed to [cashiers@umsl.edu](mailto:cashiers@umsl.edu), mailed to 285 MSC, or dropped off by hand. The person picking up the Zon must present a picture ID to receive the Zon.

An email from the Cashier's Office will be sent confirming the Zon's availability and the checkout time and date. The Wireless Zon may be picked up after 2:00pm on the release date. Please state on the request if you will need the Zon before 2:00 pm. We will try to accommodate the request.

The Cashier's Office is not responsible if the Wireless Zon is not available for pick up at the requested time when another department has failed to return it in a timely manner. The Cashier's Office will charge a \$50.00 late fee per day to departments that return the Wireless Zon late.

Issue To: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Request (e.g. Special Event): \_\_\_\_\_

Date that the Zon will be returned: \_\_\_\_\_

*(Extended requests must be approved by the Cashier's Office)*

- My department is responsible for the items listed below. I understand that the department will be charged if any of the items are broken or not returned. Any problem with the equipment will be reported to the Cashier's Office as soon as possible.
- My department will be responsible for any charge backs and will maintain signed credit card receipts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(signature not required if authorization is emailed to cashiers@umsl.edu)*

### REVENUE INFORMATION

Please give the MoCode and PS Account where would like the revenue credited.

MoCode: \_\_\_\_\_ PS Account: \_\_\_\_\_

### CREDIT CARD FEE

A 5% fee will be charged to the department to cover the cost of the program. Please give a MoCode and PS Account where you would like the fee charged.

MoCode: \_\_\_\_\_ PS Account: \_\_\_\_\_

### RETURN INSTRUCTIONS

The Wireless Zon must be turned in by 12:00 pm (noon) on the return date. It is important that the Wireless Zon is returned on time because another department may have it checked out. The department will be charged \$50.00 per day for each day the Zon is late.

### TO BE FILLED OUT IN THE CASHIER'S OFFICE

- I have received training for the Wireless Zon.
- I waive training for the Wireless Zon.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE FILLED OUT WHEN ZON IS RETURNED

Items Returned	Charge if Not Returned or Broken	Items Returned	Charge if Not Returned or Broken
<input type="checkbox"/> Wireless Zon	\$600.00	<input type="checkbox"/> Bag	\$20.00
<input type="checkbox"/> Instructions	\$5.00	<input type="checkbox"/> Charger	\$50.00

All items were returned to the Cashier's Office.

Signature: \_\_\_\_\_ Cashier's Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_